

**SUMMARY OF THE
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
FEBRUARY 24, 1999**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Committee (NELAC) met by teleconference Wednesday, February 24, 1999, at 11 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Pauline Bouchard of the Minnesota Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of this meeting was to review items that had arisen at the Interim Meeting, comments received following the Interim Meeting, and to take action on the items to be finalized prior to the Annual Meeting..*

NEW ISSUES:

Glossary

The Committee discussed the issue of the NELAC Glossary on which Mr. Tom McAninch and Mr. Steve Clark have been working.. It remains to be determined what level of detail is needed for the definitions. As it stands, some definitions are very detailed and others are not. It was determined that the terms already defined in the Constitution, Bylaws or Standards should not be defined in the Glossary as well and this needs to be made consistent throughout. One suggestion was to reference in the Glossary where in the Constitution, Bylaws or Standards the term is defined. Ms. Jeanne Mourrain mentioned that she has received more definitions from the Environmental Protection Agency (EPA) that she will forward to Mr. McAninch, who will then incorporate them into the Glossary. Once the Glossary is consistent and incorporates the new terms, he will then forward it to committee members for review.

Scope of Accreditation

Ms. Bouchard asked for three to four volunteers from the committee to form a subcommittee to deal with the issue of "scope of accreditation." Other committees and other NELAC members have been discussing the issue at considerable length and have provided their ideas and concerns to the committee. Ms. Marlene Moore, Mr. McAninch, Ms. Anne Roscrance, and Mr. Clark volunteered to be on this subcommittee. This subcommittee will address these issues. There are also differences of opinion among NELAC members, i.e., program/method/analyte or program/matrix/analyte accreditation. It was mentioned that the Scope of Accreditation that Ms. Bouchard drafted was not presented at the Interim Meeting and that this may help to clarify the committee's position.

Small Laboratories

Since the Environmental Laboratory Advisory Board (ELAB) is still discussing the issue of small laboratories, the committee will wait until they get ELAB's recommendations before there is any discussion of this issue.

Agricultural Laboratories

The position of agricultural laboratories was presented at the Interim Meeting. These laboratories are going to review their standing and this may be an agenda item at the Annual Meeting.

Committee Succession

The terms of two members of the committee end after this year. The committee will need to replace a government member and a contributing member.

NEXT MEETING

The next meeting of this committee will be by teleconference on March 10, 1999, at 11 a.m. EST.

ACTION ITEMS
Program Policy and Structure Committee Meeting
February 24, 1999

Item No.	Action	Date To Be Completed
1.	Ms. Mourrain will forward the terms she received from EPA to Mr. McAninch.	
2.	Mr. McAninch will incorporate the definitions he receives from Ms. Mourrain into the Glossary. He will also check for level of detail in definitions and make these consistent throughout.	
3.	Ms. Moore and the subcommittee on Scope will review various proposals and present a model Scope for committee action	

PARTICIPANTS
Program Policy and Structure Meeting
February 24, 1999

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